



**United States District Court
District of South Dakota**

VACANCY ANNOUNCEMENT 15-13

POSITION TITLE: Deputy Clerk I

POSITION TYPE: Regular, Full-time (40 hours per week)

LOCATION: Rapid City, South Dakota

SALARY RANGE: CL24 with promotional career path expectations to CL 25 or CL 26
(starting salary of \$35,055 - \$43,823)

OPENING DATE: October 7, 2015

CLOSING DATE: November 10, 2015

DUTIES AND RESPONSIBILITIES

The Clerk's Office for the United States District Court for the District of South Dakota is recruiting for a full-time, permanent, excepted service Deputy Clerk I position in Rapid City, South Dakota. The incumbent maintains the official court record through the use of the CM/ECF system from the opening of to final disposition of both criminal and civil cases.

REPRESENTATIVE DUTIES

- Process all case documents using the CM/ECF system.
- Perform duties in the courtroom.
- Ensure proper distribution of documents.
- Answer inquiries concerning case status and scheduled court events.
- Answer inquiries from attorneys regarding electronic case filing procedures.
- Perform cashier duties as outlined in the internal control manual.
- Perform quality control procedures for all documents filed electronically by attorneys.
- Perform quality control procedures for all orders filed electronically by judges.
- Some travel will be required.

QUALIFICATIONS

To qualify for this position, a person must be a high school graduate, or the equivalent, and have a minimum one year specialized experience equivalent to work at a CL-23 level (see Specialized Experience) and two years of general experience. College degree is preferred. Education above the high school level may be substituted for required general experience on the basis of 1 academic year (30 semesters or 45 quarter hours) equals 9 months of experience.

General Experience: Progressively responsible clerical, office, or other work which indicates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of the position.

Specialized Experience: Progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of a keyboard, computer troubleshooting

skills, familiarity with Microsoft Office programs, use of specialized terminology and demonstrated ability to apply a body of rules, regulations, directives or laws.

BENEFITS

This position is covered by the Court Personnel System. A generous benefits package is available to full-time permanent employees which include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service towards leave accrual rates and retirement if applicable

APPLICATION PROCESS

Qualified applicants should submit the following:

- A letter of interest which should detail skills and experience, and
- A Judicial Branch Federal Employment Application (AO-78, application form which is available at <http://www.uscourts.gov/> Click on Library and then on Forms).

All application materials should be emailed via PDF format to:

Mesa Scott, Human Resources Administrator
mesa_scott@sdd.uscourts.gov

If your submission does not include all information requested, you may lose consideration as an applicant.

If you have questions, please call Mesa Scott at 605.977.8959.

United States District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation/Pretrial Services Officer and/or Clerk may elect to select a candidate from the original qualified applicant pool.

THE U.S. DISTRICT COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.